

Kitchen prep - 9:30

Turn ovens on and start heating food by 10
Table for carving
Pots, pans
Gloves
Garbage bags

Set-up Starting at 10 (10-11:30)

Setup room
Fill salt and pepper shakers
Prep fork/knife/napkin for take-out (50)
Start coffee and hot water
Heat water for chafing trays

Table setup

Tablecloths
Salt and pepper
Plasticware in plastic glasses - 20 @
Cold cups - 20 @
Napkins
Fill water pitchers
Butter (@11:00)
Cranberry sauce (@11:00)
Juice (@11:00)
Bread (@11:00)

Coffee station

Cups
Sugar
Creamer
Tea bags
Hot chocolate
Coffee
Hot water

Dessert Station

Paper plates
Take-out containers
Knives and pie servers
Cutting board
Plastic wrap
Desserts
Whipped cream

Main buffet

Plates
Take-out containers
Chafing trays
Crock pot for gravy
Hot plates
Cups for fruit cocktail
Serving utensils
Gloves

Front door

Clip board and paper for head count
Bags for take-out
Fruit
Gloves